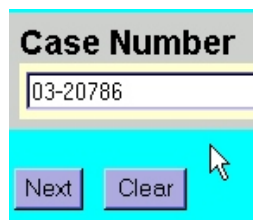


Motion to Vacate Order.

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.

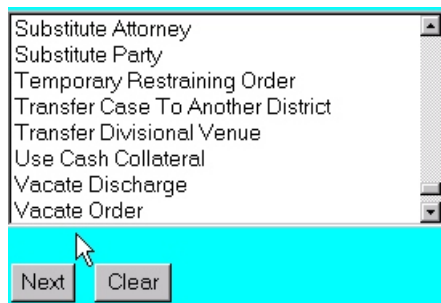


STEP 2 The **Case Number** entry screen displays.



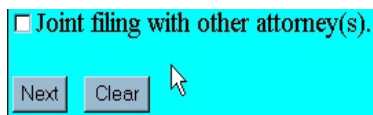
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



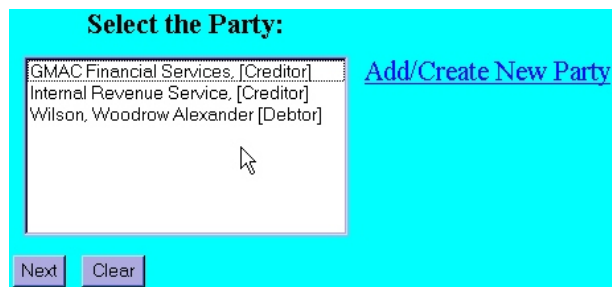
- ◆ Scroll down the list and click on **Vacate Order**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



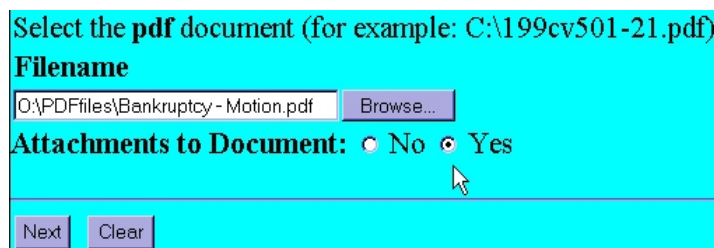
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party's name or click on **Add/Create New Party**.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Or

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text" value="Granting Motion to Vacate Order L"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **With Certificate of Service** screen displays.

With Certificate of Service? y or n:

- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service** or a lowercase 'n' if there is no **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 9 The **Refer to Existing event(s)** screen displays.

☒ Refer to existing event(s)?

- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

STEP 10 The **Select Category** screen displays.

Select the category to which your event relates.

court
ordiford
misc
motion
notice
order
plan
summons
trustee
utility

Filed _____ to _____

Documents _____ to _____

Next Clear

- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 11 The **Select the Appropriate Event(s)** screen displays.

Select the appropriate event(s) to which your event relates:

☐ 05/14/2004 4 Order Granting [3] Application For Administrative Expenses. Transmitted to Court with Instructions for Mailing. (gfb)

☐ 05/14/2004 6 Order Denying [5] Motion To Reconsider Order granting motion of the Internal Revenue Service for administrative expenses. Transmitted to Court with Instructions for Mailing. (gfb)

☒ 05/24/2004 11 Order Dismissing Case. Transmitted to Court with Instructions for Mailing. (gfb)

☐ 05/27/2004 13 Order Granting [12] Motion to Reopen Case. Transmitted to Court with Instructions for Mailing. (gfb)

☐ 05/27/2004 16 Order Discharging Debtor(s). (gfb)

☐ 05/27/2004 17 Order Granting [14] Motion to Transfer Case to Ohio. Transmitted to Court with Instructions for Mailing. (gfb)

Previous Next

- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

STEP 12 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Motion by Debtor Woodrow Alexander Wilson to Vacate Re: [11] Order Dismissing Case [] with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Vacate Order Dismissing Case) (Bailey, Attorney)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 13 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Debtor Woodrow Alexander Wilson to Vacate Re: [11] Order Dismissing Case with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Vacate Order Dismissing Case) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/27/2004 at 3:47 PM EDT and filed on 5/27/2004

Case Name: Woodrow Alexander Wilson

Case Number: [2:03-bk-20786](#)

Document Number: [19](#)

Docket Text:

Motion by Debtor Woodrow Alexander Wilson to Vacate Re: [11] Order Dismissing Case with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Vacate Order Dismissing Case) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp: